

CITY COUNCIL
PLANNING AND COMMUNITY DEVELOPMENT
COMMITTEE MINUTES
June 10, 2011

The City Council Planning and Community Development Committee of the City of Norman, Cleveland County, State of Oklahoma, met at 8:00 a.m. in the Conference Room on the 10th day of June, 2011, and notice and agenda of the meeting were posted in the Municipal Building at 201 West Gray and the Norman Public Library at 225 North Webster 48 hours prior to the beginning of the meeting.

PRESENT:	Councilmembers Atkins, Cubberley, and Chairman Butler
ABSENT:	Councilmember Griffith
OTHERS PRESENT:	Councilmember Dan Quinn Mr. Tom Knotts, Planning Commission Liaison Ms. Susan Connors, Planning and Community Development Director Mr. Ken Danner, Development Manager Mr. Angelo Lombardo, Traffic Engineer Mr. Shawn O'Leary, Director of Public Works Mr. David Riesland, Traffic Engineer Ms. Karla Chapman, Administrative Technician Mr. Will Decker, Citizen Mr. Harold Heiple, Attorney for Norman Developers Council

DISCUSSION REGARDING THE TRANSPORTATION MASTER PLAN SCOPE.

Mr. Shawn O'Leary, Director of Public Works, said Staff's goal is to have the Comprehensive Transportation Plan (CTP) scoping process included in the FYE 2012 budget and today's presentation will provide an overview of the CTP process including: detailed criteria, project set-up phase, visioning phase, deliverables, and schedule. He said the scoping process is very important when trying to narrow down what the City would like to achieve as well as what the City can afford to do in Norman.

Detailed Criteria

Mr. David Riesland, Traffic Engineer, said a CTP is a document of policies, guidelines, projects, performance monitoring, financial review, financing, and operational guideline that will channel the City's future transportation investments. He said a quality CTP is dependent upon the development of a good and extensive scope of work which may require two to three years to develop and could cost more than \$500,000. Currently, Council is proposing a budget of \$30,000 in FYE 2012 to define the scope of Norman's CTP. The purpose of detailed criteria is an effort to undertake sufficient public involvement which is essential in order to reach consensus of the issues that need to be addressed and determine the goals to be achieved with the CTP.

Project Set-up Phase

Staff envisions the project set-up phase to begin with the Mayor and/or Council appointing a CTP Steering Committee to guide the CTP process. The CTP Steering Committee members would consist of eight to twelve members, one member from each ward if an eight member committee and twelve if the Mayor and/or Council desired to have additional members. Mr. Riesland said the make-up of the CTP Steering Committee is crucial to establishing a legitimate and open planning process, as well as gathering important information and insight.

Staff and the consultant will facilitate a project kick-off workshop with the CTP Steering Committee to review the schedule and the anticipated scope. Mr. Riesland said the workshop will also determine the CTP Steering Committee, consultant, and Staff's roles and responsibilities for the CTP process.

Visioning Phase

The consultant will provide orientation on visioning and engage the CTP Steering Committee in a work session about key aspects of the public involvement process.

A second committee will be formed as a Vision Work Group (VWG), consisting of four to six members that will plan community meetings and help keep the CTP scoping process on track. The consultant will schedule an initial workshop with the (VWG) to provide orientation on the CTP planning process, as well as offer and request brainstorming for the future of the community. The consultant will also provide guidance on the preparation of public information to support the CTP planning process and will prepare the VWG for the first round of community meetings.

The consultant will conduct eight meetings, one in each ward, which will take place over the course of three to four consecutive weeks and provide training manuals for key aspects of the meetings.

The VWG will have a goal-writing workshop to help form the backbone for the scope of work. In this workshop, the consultant will provide the ideas generated from the public meetings that summarized the overriding issues in the ideas and the VWG will draft a goal statement for each element as a starting point. The consultant will facilitate a separate meeting with the CTP Steering Committee to discuss the draft goals produced by the VWG at the goal-writing workshop and discuss preparations for a future meeting with Council, as well as future roundtable discussions. The consultant will lead the future meeting with Council focusing on the status of the project, draft goals, and key issues. The roundtable discussion(s) will include Council and community representatives and will focus on the background, approach and project status, and discussion of draft goals and key issues.

Deliverables and Timeline

At the conclusion of the visioning phase, the consultant will conduct a status work session to include materials from the CTP Steering Committee workshop, goal writing workshop, roundtable meetings, and various Council (full or Committee) meetings. Once the community meetings have been held, all input from the meetings will be entered into a database and a community meeting report will be prepared summarizing all input.

The potential timeline is as follows

- June 17, 2011: Issue Request for Proposal (RFP) for scope development
- June 30, 2011: Pre-proposal conference
- July 15, 2011: Proposal submission
- August 4, 2011: Consultant interviews, if necessary
- August 11, 2011: Consultant selection
- August 23, 2011: Council approval of contract
- August 26, 2011: Notice to proceed to consultant
- September 2011 to February 2012: Meetings, workshops, and discussions
- February 29, 2012: Complete scoping process

Mr. O'Leary asked for input on the structure of the CTP Steering Committee, i.e., should they vote on issues or simply be a discussion and input group. Councilmember Butler felt the value will be the CTP Steering Committee's ideas, input, etc., and not the numerical votes. Councilmember Cubberley said the CTP Steering Committee is primarily for guidance and even if the members have different/opposing opinions the process is still valuable.

Mr. O'Leary said the scoping process for the CTP will include many issues and discussions about multi-modal, rail, bicycles, pedestrian, and many other topics that have never been addressed in Norman or even in the metro area. He felt discussion will be needed for specific issues such as how the City will pay for the improvements and should impact fees be assessed, etc. Mr. O'Leary said there are many approaches to accomplishing a plan to pay for infrastructure improvements and said the City of Moore issues flat fee for every lot, but Norman focuses more on what the development actually creates and generates in terms of the need. He said there is a lot of legal debate

across the country concerning the application of impact fees for infrastructures and this issue may be a topic of the CTP scoping process as discussions evolve.

Mr. Tom Knotts, Planning Commission Liaison, asked Staff if \$30,000 is an adequate amount for a thorough scoping process from a national firm and Mr. O'Leary said the firm that is contracted to do the scoping work will typically also hope to get awarded the full plan project, thus working diligently during the scoping process. He said Staff can assist the consultant as much as possible, allowing the consultant to facilitate meetings and perform the training. Mr. Riesland said the consultant does not necessarily need to be a national firm because there are a number of local firms that could do a thorough CPT scope as well, and Mr. O'Leary said national firms working with a local firm is an ideal scenario.

Councilmember Butler asked if the CTP scoping will involve bigger planning issues as well as offer recommendations for street layouts versus utility installation and Mr. O'Leary said the scoping can be as broad as Council desires. He felt low impact development will be an issue for the City because of storm water issues that link the two as they relate to street systems, residential infrastructure systems, etc. Mr. O'Leary felt Staff will look to Council for guidance on issues to either evaluate or remove from the scoping process and said if a national firm was selected to do the scoping, they would bring a lot of information to the table such as issues that are actually happening across the country, what is working or not working.

Utilities will be a major factor of the CTP scoping process and Mr. O'Leary said a tremendous amount of resources is spent dealing with City and other franchise utilities, moving and/or upgrading utilities, and utility corridor management. He said utilities is a huge part of transportation but is often an area that is overlooked. Mr. O'Leary said the visioning process of the CTP scoping will help the City and CTP Steering Committee stay focused on these important issues which will help find solutions while keeping costs down. Councilmember Butler asked if there are currently approaches to utility management and Mr. O'Leary said approximately ten years ago there was an effort by many cities to implement a ROW management policy program, which was very aggressive. He said the City of Kansas City implemented this program where they set aside, owned, and leased utility corridors, thus generating revenue. Mr. O'Leary said the City of Kansas City regulated and controlled the utility corridors as opposed to just the franchise agreements that most cities have.

Mr. O'Leary said nearly every corridor or major project involves federal funding, but the various Departments of Transportation (DOT) have pushed the utility relocation process to the local entities, i.e., coordination costs, franchise relationships, etc. He said the local entities then have to decide whether to take an aggressive approach or find another model or alternative. Mr. O'Leary said the biggest issues of utility corridor management is the cost and complexity of the utility relocation and he felt the CTP has the potential to create a utility corridor policy that will help guide the City. He said this would be a very long term policy discussion but he felt it would be a very important discussion to have.

Councilmember Butler said another large piece of the CTP will be financing and Mr. O'Leary agreed and said the City's transportation corridor program is heavily dependent on state and federal funding. He said the City needs to be mindful of that, both in terms of the City's own financing and also for future financing that can either be sustained or replaced with another financing mechanism. Councilmember Cubberley said the synchronization of projects is very important and suggested Staff begin looking at the impact of projects and determine funding for those the projects, so that they are in the cycle in sufficient time to capture the state and federal funds. He said the City needs a separate and solid funding mechanism in order to obtain the monies early on and have a fund set up for utility relocation, etc., and Mr. O'Leary agreed.

Mr. Harold Heiple, Attorney for Norman Developers Council, asked to address the Committee and said he was very pleased with the Staff's report that agreed the section line roads and arterials are the first issue to address. He said early the developers proposed a traffic study that was limited to section line roads and arterials within the urbanized area because of the City's finances and the ability to immediately address what the developers perceived to be the biggest issues. Mr. Heiple said along with the proposed eight to twelve members for the CTP Steering Committee, representatives from all vested interest groups should also be included, i.e., developers, Norman Chamber of Commerce, Sierra Club, and Homeowner's Association, etc. He said with this broad scope, there is likely to be

more of a consensus that can be supported. Mr. Heiple said the business community has felt all along they should take the lead and help promote funding strategies for the CTP projects.

Councilmember Butler said the last public meeting regarding an inter-modal hub study will be June 16, 2011 at 5:00 p.m. at the Santa Fe Depot in Oklahoma City. ODOT will hold a public meeting in Norman on June 22, 2011, at 6:00 p.m., at the Embassy Suites to ask public input on a draft environmental assessment and recommendations for I-35 south from Main Street to the Canadian River Bridge. He said Norman will have 30 days to make comments and said construction will probably begin in 2012. Councilmember Butler asked about ODOT's plans at Main Street and Mr. O'Leary said ODOT is recommending a single point urban interchange, at both Main Street and Lindsey Street. He said ODOT is also recommending widening the Canadian River Bridge to eight lanes and Ed Noble Parkway connection to Highway 9. Mr. O'Leary said ODOT is not planning to do the 24th Avenue SW and Highway 9 Bridge because it is considered an "at grade" intersection. He said the City can expect a great deal of impact and will need to make local transportation decisions regarding Lindsey Street, Main Street, 24th Avenue, Ed Noble Parkway, and Interstate Drive – next to Sooner Mall. He said none of these streets are in ODOT's plan, and will be the City's responsibility. Mr. O'Leary said the largest issue for the City and local businesses will be if ODOT suggests closing Main Street or Lindsey Street, for up to eight or twelve months, while constructing those portions of I-35. He felt the City and business community will need to firmly say no to the closings and request ODOT build I-35 in phases and keep certain access points open.

Items submitted for record

1. PowerPoint presentation entitled "Request for Proposal Comprehensive Transportation Plan (CTP) Scope Development Services," Council Planning and Community Development Committee, dated Friday, June 10, 2011

The meeting adjourned at 8:56 a.m.